

Viking Academy Trust



Presentation Policy

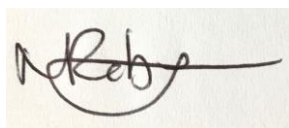
The VIKING ACADEMY TRUST Presentation Policy for Upton Junior School has been written after consultation with staff.

Approved by the Trust: Term 1 2016

Reviewed annually: Term 2

Last review date: Term 5 2021

Signed:



Chair of Trustees

The Viking Academy Trust

Upton Junior School

Presentation Policy

We aim to encourage our pupils to attain the highest standard of academic achievement. We believe that we can achieve this aim by encouraging children to take pride in their work and only be satisfied with their best effort. This policy sets out a consistent approach to presentation across the curriculum by giving simple, practical steps to secure consistently good presentation. Teachers should not be afraid to reject a piece of work which they do not consider to be of an acceptable standard; they may request a child to repeat the work, either in school or at home.

General Presentation:

Year groups decide which exercise book, folder or paper size are appropriate in all subjects. This will be consistent across a year group and progressive in terms of size of book and line and square spacing through the school. This will be monitored by curriculum leaders and the Leadership Team as part of their book trawl/work scrutiny exercises.

The 'Upton front cover template' will be used for every exercise book and need to be clearly marked with the child's name and teacher. They will be decorated with learning tips on the front and back covers. This will be consistent across the year group.

English, Topic and other work:

The date will be written in full form on the left-hand side of the page at the start of a new piece of work.

The IALT will be written below the date.

Both date and IALT will be underlined using a ruler, in pencil.

At the beginning of a new piece of work the child will rule off the last piece of work.

Erasers may be used. If a child does not have an eraser then errors will be crossed through with a straight line and ruler.

Feedback of work will be consistent following our Feedback Policy.

Children will use pencil until such time that they have been awarded their 'Pen Licence'.

Mathematics:

The date will be written on the left-hand side in digit form. In Years 5 and 6, the date should also be written in Roman Numerals.

The IALT will be written below the date.

Both date and IALT will be underlined, using a ruler.

Erasers can be used in Maths by pupils to correct errors they recognise themselves while working. If a child does not have an eraser then errors will be crossed through with a straight line and ruler.

Pupils will work vertically down half of the page at a time, leaving spaces between answers.

Maths work should be in sharp pencil throughout the school.

One digit per square should be used inside Maths books.

Rulers must be used when drawing any straight line within a maths lesson.

At the beginning of a new piece of work the child will rule off the last piece of work.

Feedback of work will be consistent following our Feedback Policy.

Handwriting:

Please see our Handwriting Policy.

Pens:

Once children have been awarded their 'Pen Licence' they will receive their school pen. Children have to earn their pen licence each year, to ensure that their handwriting is consistently good.

Year 6 children can also earn their 'fountain pen licence' and receive a fountain pen from school.

Children are asked to write in BLUE pen.

Monitoring:

Leadership Monitoring timetable ensures 'Presentation Guidelines' are followed with book scrutiny focus on 'presentation / housekeeping' starting each term's monitoring cycle.